

HRO AGR Duties and Responsibilities

LTC MENDONCA - HRO BRANCH CHIEF MANAGER	
MANNING CONTROL	Monitor Full Time Support Voucher (Region VII)
	Full-Time manning meeting information preparation
	Review, validate TY Voucher requirements
	Request for Authorizations
	Validate Authorizations in FTSMCS
	Quarterly AGR Authorization Scrub
	Management of the Full Time Support voucher review and implementation at the State level.
ADVERSE ACTIONS (SEPARATIONS)	TCB Board Coordination
	G1 / TAG / JAG Coordination
	NGB Coordination
AGR PLACEMENT AND STAFFING	Update and Track Full Time Manning tracker
	Approval for all AGR Movements and Personnel Actions
	Validate AGR Positions and Placement
	Update and maintain AGR assignment tracker
PROGRAM MANAGER / BUDGET	Approval
	Forecast, monitor and track HRO AGR travel requirements
	DTS Reviewer
HRO AGR BRANCH MANAGER	Manage HRO Travel Funds, PCS Funds and AGR Funds
	Exercise primary staff responsibility for all AGR FTNGD personnel management.
	Coordinate AGR FTNGD Soldier personnel actions with Military Personnel Officer (G1/MILPO).
	Develop, publish, and implement Life Cycle Management (LCM) programs
	Initiate, Publish and Implement HRO / TAG Policies
MSG WATSON - AGR BRANCH NCOIC	
AGR ACCESSION ORIENTATION	Prepare Welcome Packet
	Schedule & execute AGR orientation
	Schedule Appointment with USPFO
	Conduct in Processing Brief
	Update Distro Email List
	Input accessions into FTSMCS / Leavelog
	Coordinate with Financial Advisor for BRS Meeting
RETIREMENTS	Monitor and track eligible AGR retirement candidates
	Monitor and Track RCP Personnel
	Publish Retirement orders, DD214 worksheet, Service Time Worksheet
	Manage Personnel Attendance for Quarterly Retirement Brief
	Schedule Appointments for Transtion
	Follow up on Awards for Retirees to include Flag and Certificates / Fed Awards from Unit
	Manage Travel dates for Retirees and Dependents
	System Administrator
	Manage Gains and Losses

FTSMCS	Submit Request for AGR Mobilizations and FTE
	Update FTSMCS Manning Document
LEAVE LOG	Administrator
	Approval or New AGR personnel
	Manage Organizations
	Manage Manual Leave Log
	Process Emergency Leave; Retirement Leave; PTDY
	Roll up Annual Leave Log and submit to higher
ASMB BOARDS	Process Packets
	Coordinate and Set up Boards
	Initiate Request to TAG for annual ASMB
WAIVERS AND EXCEPTION TO POLICY	Initiate, Request, Track and Manage Waivers
	Create Samples in HRO SOP
PCS / ADOS / TITLE 10	Manage, Track and Process Administrative duties for PCS / ADOS and T10
	Update in FTSMCS
MISMATCH REPORTS	Manage Mismatch reports in FTSMCS
	Coordinate mismatches with USPFO and G1
PERSONNEL ACTIONS	Review PCN and ACN Request and prep for AGR Manager Signature
	Review Memorandums and prepare for AGR Manager Signature
	Manage ARIMS files and organize filing system
	Coordinate with G1 on Re-assignment
	Review IPERMS documents and ARIMS Files
CAREER MANAGEMENT	Generate Initial PDP
	Update PDP Policy
	Ensure commands coordinate PDP requirements
	Track all Professional Development Program requirements
	Monitor list of mandatory course published by ARNG-HRH
SFC MANUEL - HRO HUMAN RESOURCE SGT	
PERSONNEL PAY ACTIONS	Prepare Pay Packets for Accessions
	Process Pay TL's and forward to USPFO
	Review, Process and Submit UCFR
	Conduct Annual Finance Reviews for AGR Soldiers
	Action Pay Items in IPERMS and finish Batches
	Track all Pay Action on TL Tracker
JOB VACANCY ANNOUNCEMENTS	JVA Checklist generation and tracking
	Generate draft JVA for MSC review/approval
	Hiring Board Training
	Hiring Board Packet Tracking (validation/notifications/pay packet accuracy)
	Initiate and Process AGR, PCS and Tour Continuation orders
	Manage Order Registry

ORDERS	Process in SIDPERS / IPERMS
	Email Orders to DEERS and G1 (Officer and Enlisted Branch), cc Soldier
BUDGET / FINANCE	DTS Reviewer
	NDEA Manager
	Billing Official
	GPC Cardholder
	GFEBs Manager
TOUR CONTINUATION / CAREER ADMIN REVIEW	Track, Review and Process TCB / CAR Packets
	Monitor AGRs Years of Service
UPL NCOIC	Receive Training
	Coordinate UPL with HIARNG UPL Manager and HHD Unit Personnel
	Process Monthly UPL
